

# State of Connecticut Purchase Order

## Environmental Protection

Dispatch via Print

Vendor: 0000000093  
CITY OF NEW HAVEN  
ASSESSORS OFFICE  
165 CHURCH ST  
NEW HAVEN CT 06510

Purchase Order	Date	Revision	Page
DEPM1-0000027285	09/03/2009		1
Payment Terms	Freight Term	Ship Via	
Due Now	FOB Destination, Frt Prepaid	COMMON	
Buyer	Phone	Currency	
DEP-Masi Vic	860 7237600	USD	

Ship To: Environmental Protection  
79 Elm Street  
Hartford CT 06106  
Attn: DEP-Goulbourne Dennise

Bill To: Environmental Protection  
Accounts Payable  
79 Elm Street  
Hartford CT 06106

Tax Exempt? Y Tax Exempt ID: 066000798DEP

Lin-Schd	Original Quantity	Change Quantity	Total Quantity	UOM	Original Price	Price Change	New Price	Extended Amount
1-1	1	0	1	EA	0.00	0.00	0.00	0.00
Item ID			Mfg ID	Description	Select TSE Contractor and Site Designer		Due Date	09/08/2009

Item Total: 0.00

2-1	1	0	1	EA	10,000.00	0.00	10,000.00	10,000.00
Item ID			Mfg ID	Description	Develop Work Plan and Site Plan with Site Designer and TSE Contractor.		Due Date	09/08/2009

Item Total: 10,000.00

3-1	1	0	1	EA	155,256.00	0.00	155,256.00	155,256.00
Item ID			Mfg ID	Description	Secure Permits, Prepare Site and Post ARRA Sign.		Due Date	09/08/2009

Item Total: 155,256.00

4-1	1	0	1	EA	215,000.00	0.00	215,000.00	215,000.00
Item ID			Mfg ID	Description	Coordinate with Contractor for Purchase, Installation, Testing and Warranty of TSE Technology.		Due Date	09/08/2009

Item Total: 215,000.00

5-1	1	0	1	EA	0.00	0.00	0.00	0.00
Item ID			Mfg ID	Description	Coordinate with Contractors and DEP for Preparation of Quarterly Reports, Final Report and Other Reports as Required.		Due Date	09/08/2009

AS PER ATTACHED SCOPE OF WORK UNIT: AIR BUREAU EQ. #0000023250

Item Total: 0.00

Total PO Amount 380,256.00

The Total Obligation 380,256.00  
For time period 07/01/2009 to 06/30/2010

The State Comptroller certifies that this order has been approved, recorded, and available funds have been reserved.

Final Approver: DEP-Masi Vic

## **SCOPE OF WORK**

**Purpose:** The purpose of this Scope of Work is to identify the tasks that the City of New Haven will complete by May 31, 2010, under a grant from the Connecticut Department of Environmental Protection (DEP), for the installation of a 14-space Truck Stop Electrification (TSE) facility near the Port of New Haven, Connecticut. The TSE facility will accommodate trucks that are awaiting entry into port terminals as part of the ongoing New Haven Port Diesel Idling Reduction program, allowing use by additional trucks when capacity is available. The City of New Haven (City) will administer the project and will coordinate the implementation of this project with contractors selected by the City. Such coordination will include any necessary planning related to the site preparation and to the purchase, installation and warranty of the TSE technology. The City will be responsible for completion of this project. This grant includes an allocation to the City for preparing the site and securing permits, as well as purchasing, installing and obtaining a warranty for the TSE units. No funding is to be allocated under this grant for post-installation administration of the facility or the associated on-going maintenance. Funding for this project will be provided through a grant from the U.S. Environmental Protection Agency (EPA) to DEP under the Diesel Emission Reduction Act (DERA) program, which is funded by allocations from the American Recovery and Reinvestment Act of 2009 (ARRA). All activities must comply with DERA and ARRA requirements, which are included in the attached Grant Agreement #2D-96102001-0 between the EPA and DEP. The funding allocation requires that projects be completed by May 31, 2010.

**Description:** The City of New Haven agrees to conduct a project entitled:

### ***PURCHASE AND INSTALLATION OF TRUCK STOP ELECTRIFICATION TECHNOLOGY AT THE PORT OF NEW HAVEN***

1. **Work Description:** Upon receipt of the DEP's purchase order authorizing this project, the City of New Haven will begin work on the tasks outlined in this Scope of Work, and continue to provide the required deliverables through the completion of the project, which will be no later than May 31, 2010.

Payment for tasks is contingent upon DEP's review and confirmation of completion.

Tasks included in this Scope of Work are outlined below:

- *Task 1: Select TSE Contractor and Site Designer*
- *Task 2: Develop Work Plan and Site Plan with Site Designer and TSE Contractor*
- *Task 3: Secure Permits, Prepare Site and Post ARRA Sign*
- *Task 4: Coordinate with Contractor for Purchase, Installation, Testing and Warranty of TSE Technology*
- *Task 5: Coordinate with Contractors and DEP for Preparation of Quarterly Reports, Final Report and Other Reports as required.*

## **SCOPE OF WORK**

### **Task 1: Select TSE Contractor and Site Designer**

The City will prepare a scope of work and submit it to eligible TSE Contractors on the DAS-approved procurement list for "Contract Administration Services for Emissions Reduction Programs for On and Off Road Vehicles and Equipment." Any bid must include an itemized breakdown of the costs for purchase and installation of 14 TSE units. This listing should include additional entries for accessories, software and warranties associated with operation/maintenance of the facility, which, though not covered by this contract, would be the subject of a separate contract with the City.

The City will select a Site Designer to complete engineering and site plans for the project. The City, in conjunction with the Site Designer, will prepare scopes of work for all site improvements including, but not limited to, site grading, utilities, surface preparation, security systems, and landscaping. These scopes of work will be made available in accordance with City procedures and any requirements of the DERA/ARRA funding.

The City will evaluate and select the TSE contractor and Site Designer in accordance with the City's purchasing procedures and any requirements of the DERA/ARRA funding.

#### ***Task 1 Deliverables:***

- *Identification of selected contractors along with documentation that selection process for contractors followed all applicable City and State purchasing procedures and any requirements of the DERA/ARRA funding.*

### **Task 2: Develop Work Plan and Site Plan with Site Designer and TSE Contractor**

As part of the ongoing New Haven Port Diesel Idling Reduction Program, the City will coordinate with the Site Designer and TSE Contractor in developing a work plan, including projected timeline and schedule, to establish a 14-space TSE facility near the Port of New Haven. The work plan will identify specific tasks and accomplishments during the budget and project period.

The Site Designer, in collaboration with the TSE Contractor and the City, will develop plans for the entire project, including site improvements, utilities, security systems, purchase, installation, testing and warranty of TSE technology.

#### ***Task 2 Deliverables:***

- *Project Implementation Work Plan*
- *Project Site Plan*

## **SCOPE OF WORK**

### **Task 3: Secure Permits, Prepare Site and Post ARRA Sign**

The City will be responsible for applying for and securing the necessary permits to complete the project in accordance with all local and state regulations. The City and the contractors will determine the permits that must be secured for the site preparation, installation of the technology and ARRA sign posting, as well as the projected dates on which they will be required. The City shall coordinate with the contractors in the permit application process to ensure that all documentation, project specifications, and drawings required to secure the necessary permits are provided by the contractors and available when needed.

Site preparation will be the responsibility of the City. The City shall coordinate with the contractors to ensure that all work necessary to prepare the site for the installation of the TSE technology has been completed according to the work plan. In accordance with Section 32 of the Grant Agreement between EPA and DEP, the City will post the ARRA logo sign at the TSE facility site before initiating site preparation. The City will provide written confirmation to DEP that the site preparation is complete and the site is ready for the installation of technology.

#### ***Task 3 Deliverables:***

- *List of permits required and schedule for obtaining them; confirmation of dates on which permits have been obtained*
- *Confirmation to DEP that the ARRA sign was posted prior to site preparation, site work is complete and site is ready for the installation of TSE technology*

### **Task 4: Coordinate with Contractor for Purchase, Installation, Testing and Warranty of TSE Technology**

The City will, as needed, coordinate with the Contractor for the purchase and installation of TSE technology at the Port of New Haven for 14 parking spaces. Technology must be purchased and installed no later than May 31, 2010.

The Contractor will perform an evaluation and performance testing of the entire system. The TSE Contractor will issue a one-year warranty for the installed TSE technology.

#### ***Task 4 Deliverables:***

- *Invoices for the purchase, installation and warranty of technology*
- *Copy of written warranty for the installed TSE technology*
- *Written confirmation from City of New Haven that TSE Facility has been completed and technology is operating properly as specified in the work plan*

## **SCOPE OF WORK**

### **Task 5: Coordinate with Contractors and DEP for Preparation of Quarterly Reports, Final Report and Other Reports as Required.**

The City shall coordinate with the Contractors and DEP to submit to DEP, reports complying with EPA requirements on project progress and outcomes, including drawdown dates and amounts. Reporting will be at least quarterly and additional reporting may be required under this special Recovery Act funding in accordance with the ARRA requirements and the Grant Agreement between EPA and DEP. All reporting must be provided on EPA's reporting templates, as applicable. Reporting templates will be provided to the City by DEP. Items to be reported may include, but will not be limited to:

- Environmental results,
- Work plan accomplishments,
- Challenges encountered during planning and implementation,
- Emissions reductions,
- Budgetary issues, including funds expended,
- Public relations
- Technology information,
- Jobs preserved or created.

#### ***Task 5: Deliverables:***

- ***Approved Quarterly Reports (each)***
  - *July 10, 2009*
  - *October 10, 2009*
  - *January 10, 2010*
  - *April 10, 2010*
- ***Approved Final Report due May 31, 2010***

### **2. DERA/ARRA Grant Conditions:**

By submitting a bid to complete the activities required by this Scope of Work, the City of New Haven and its contractors and subcontractors on the project commit to comply with the conditions listed in the attached Grant Agreement 2D-96102001-0, between the Connecticut Department of Environmental Protection and the EPA, including any documentation required pursuant to ARRA. The City and Contractors further agree, whenever practicable, to utilize the CT Department of Labor JobCentral and the regional Jobs Funnels.

### **3. Budget:**

The project timeline and budget is provided in the table below. Payment will only be made following DEP review and confirmation of task completion.

Maximum payment under this grant shall not exceed \$380,256.00.

**SCOPE OF WORK****Total Project Cost:**

<b>TASK</b>	<b>TASK DELIVERY DATE</b>	<b>BUDGET (\$)</b>
<b>1. Select TSE Contractor and Site Designer</b>		
Identification of selected contractors along with documentation that selection process for contractors followed all applicable City and/or State purchasing procedures and any requirements of the DERA/ARRA funding.	By 9/30/2009	\$0.00
<b>2. Develop Work Plan and Site Plan with Site Designer and TSE Contractor</b>		
Project Implementation Work Plan and Project Site Plan	By 10/31/2009	\$10,000
<b>3. Secure Permits, Prepare Site and Post ARRA Sign</b>		
List of permits required and schedule for obtaining them; confirmation of dates on which permits have been obtained	By 1/31/2010	\$0.00
Confirmation to DEP that site work is complete, ARRA sign is posted and site is ready for the installation of TSE technology	By 4/30/2010	\$155,256
<b>4. Coordinate with Contractor for Purchase, Installation, Testing and Warranty of TSE Technology</b>		
Invoices for the purchase, installation and warranty of technology	By 5/31/2010	\$0.00
Copy of written warranty for the installed TSE technology	By 5/31/2010	\$0.00
Written confirmation from City of New Haven that TSE facility has been completed and technology is operating properly as specified in the work plan	By 5/31/2010	\$215,000
<b>5. Coordinate with Contractors and DEP for Preparation of Quarterly Reports, Final Report and Other Reports as Required</b>		
Approved Quarterly Reports (each):		
-First Quarterly Report	By 7/10/2009	\$0.00
-Second Quarterly Report	By 10/10/2009	\$0.00
-Third Quarterly Report	By 1/10/2010	\$0.00
-Fourth Quarterly Report	By 4/10/2010	\$0.00
Final Report Approved by DEP	By 5/31/2010	\$0.00
<b>TOTAL</b>	<b>By 5/31/2010</b>	<b>\$380,256</b>

- 4. Submission of Materials:** Please forward all deliverables and any other supporting documentation to:

Department of Environmental Protection  
 Ellen Pierce  
 Planning and Standards Division,  
 Bureau of Air Management  
 79 Elm Street  
 Hartford, CT 06106-5127